



Iowa Department of Human Services

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INFORMATIONAL LETTER NO.1794-FFS

DATE: May 31, 2017

TO: Iowa Medicaid Hospitals and Mental Hospitals

APPLIES TO: Fee-for-Service (FFS)

FROM: Iowa Department of Human Services (DHS), Iowa Medicaid Enterprise (IME)

RE: Inpatient Psychiatric Hospitalization Prior Authorization Process

EFFECTIVE: July 1, 2017

The process for submission of admission materials relative to the prior authorization of Inpatient Psychiatric Hospital authorization for the FFS population is being updated.

To improve the response time, all prior authorization requests for Inpatient Psychiatric admissions, including initial admission and continued stay admissions, must be submitted using a secure upload process. All requests must be submitted electronically using the [Inpatient Psychiatric Prior Authorization](#)¹ form found on the DHS website. Please report full and accurate information necessary to complete the prior authorization process. All review decisions will be submitted via secure email and will include the review decision, decision date and the authorized dates of service.

Instructions for submission of prior authorization process include:

- Complete form, [470-5473](#), fully and accurately. A note section is included to identify reason for admission.
- Once the form has been completed, click the “submit” button located at the bottom of the form. The form will be submitted to a secure email address using an automated process.

Please note, out-patient observations up to 23 hours and admissions noting primary substance use disorder diagnoses do not require prior-authorization. If the attending physician determines the member requires in-patient admission for psychiatric stabilization, the hospital is responsible for notifying the IME Medical Services Unit via secure upload within two (2) business days.

If additional information is required to complete the review, the IME Medical Services Unit may request the necessary information telephonically or via email.

Please direct questions to IME Medical Services In-Patient Psychiatric Admissions at inptps@dhs.state.ia.us.

¹ <https://dhs.iowa.gov/sites/default/files/470-5473.pdf>